# Creating A Permanency Plan
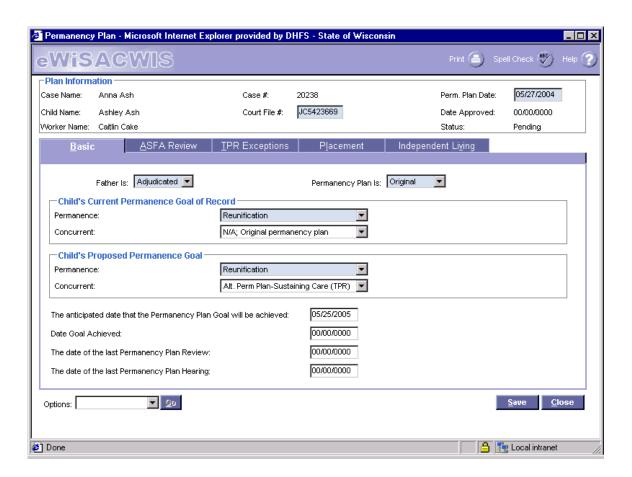
1. To create a Permanency Plan from the desktop, go up to Create > Casework. Select Permanency Plan from the Planning Icon. Select the family and the case participant.

2. The Plan Information box will pre-fill with the Case Name, Child's Name, Worker's Name, Case Number and status of the case. The court file # and the Perm Plan date are mandatory fields that need to be completed.

3. The first tab is the Basic Tab. The first area addresses the Father's legal status to the child. Select a value from the drop down list. The second filed relates to if the Perm Plan is an original or subsequent plan. Select the appropriate value.

4. The next box is Child's Current Permanence Goal of Record. Select the appropriate value from the drop down list for the Permanence and Concurrent fields.

5. The next box is the Child's Proposed Permanence Goal. Select the appropriate value from the drop down list for the Permanence and Concurrent fields.

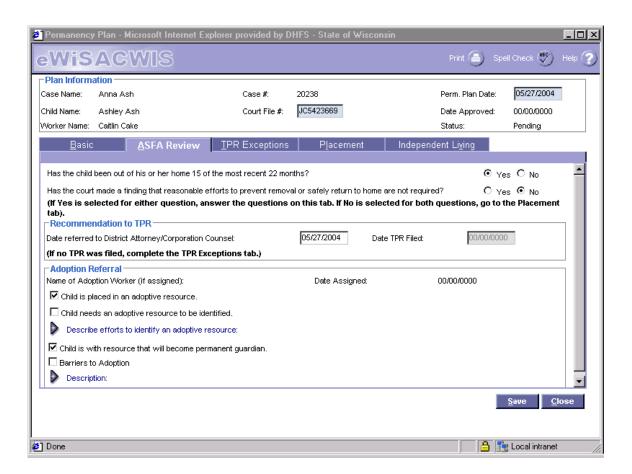6. The following four statements require a date. Enter the appropriate date if applicable.

7. Let's move onto the ASFA Review Tab. Select the appropriate Radio Button for the first two questions. If either one of the questions are answered yes, complete the remainder of the tab. If no is selected for the first two questions, proceed to the Placement tab.
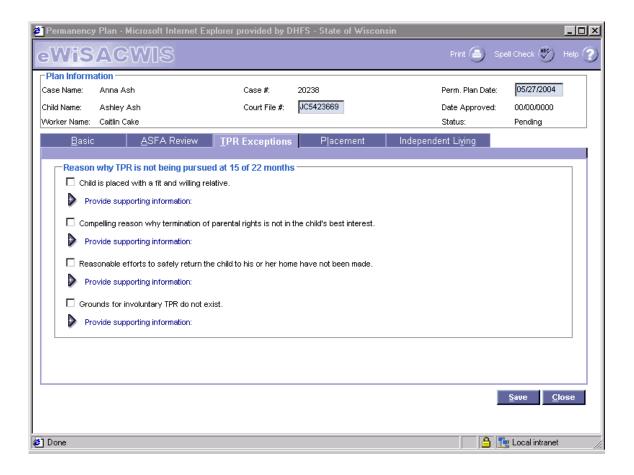
The next box refers to if a Recommendation was made to TPR. If it was, complete the box with the appropriate dates. If no recommendation was made to TPR, proceed to the TPR Exceptions Tab.

The last box is the Adoption Referral Box. The name of the Adoption Worker and date assigned will pre-fill.

Read the following four statements. If any apply, check off the appropriate box and click on to the corresponding (+) expando to explain the reason behind the statement that was checked off. This is a required free flow text field.

8. Go to the TPR Exceptions Tab. Complete the box titled Reason why TPR is not being pursued at 15 of 22 months. Read the following four statements. If any apply, check off the appropriate box and click on to the corresponding (+) expando to explain the reason behind the statement that was checked off. This is a required free flow text field
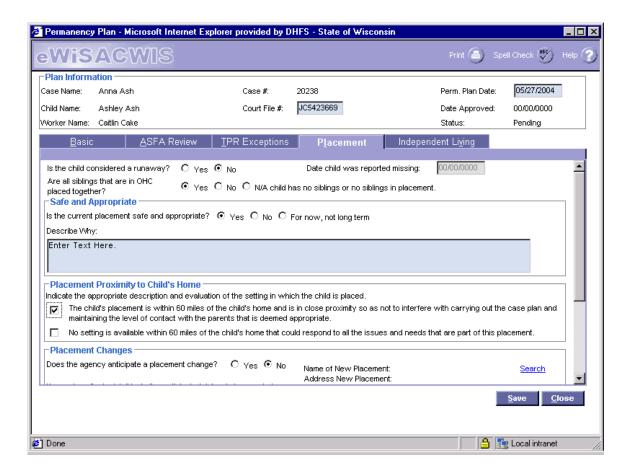
9.  The next tab is the Placement Tab.  The first two questions need to be answered by selecting the appropriate radio button.  If the child is considered a runaway, the date the child was reported as missing needs to be documented.

    The first box is the Safe and Appropriate box.  Answer the first question using the appropriate radio button and document in the mandatory free flow text area the justification for your answer.
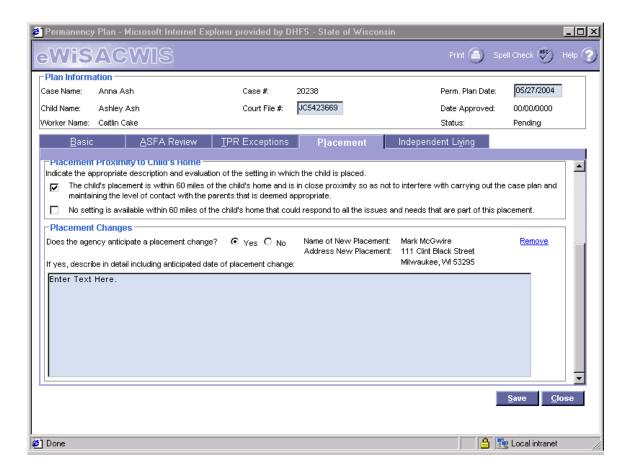
    The second box is the Placement Proximity to Child's Home.  Check off each statement if applicable.

    There is a scroll bar to the right of this page.  Make sure to scroll to the bottom to view the entire document.

The final box is the Placement Changes box.  Appropriately answer the first question.  If the agency does expect any changes in placement, use the Search hyperlink on the right side of the screen to search out the new provider.  Select the new provider and they will pre-fill in the Placement Changes box.

If there is a change of placement, the narrative box below becomes enabled.  Enter a narrative describing the change in this mandatory free flow text box.

10. Now go back to the Basic Tab.

11. Under Options is the printable copy of the Permanency Plan. Select Permanency Plan and click on Go to access the document. Review the document and add text as needed. eWiSACWIS will not pre-fill the entire document.

When completed, go up and click Close and Return to eWiSACWIS. This will save the document and return to the Basic Tab.

This document requires supervisory approval. Go back to Options on the Basic Tab, select approve.